

DDA Registry
File Personnel-11

1 APR 1976

U. S. Civil Service Commission
Office of Selective Placement Programs
Staffing Resources Division
Bureau of Recruiting and Examining
Washington, D. C. 20415

Gentlemen:

Enclosed is the Central Intelligence Agency's 1977 Affirmative Action Plan for Employment, Placement, and Advancement of Handicapped Persons, Including Disabled Veterans, in accordance with instructions contained in FPM Letter No. 306-10.

The Central Intelligence Agency Act of 1949, as amended (50 U.S.C.A.403g), charges the Director of Central Intelligence with the responsibility for protecting sources and methods of intelligence collection. Within that context, it is not possible for us to provide the statistical data requested in the FPM Letter. We now have approximately seventy-five handicapped employees and one-hundred disabled veterans on duty in the Agency. As you will note, however, we believe our data base is not entirely accurate and have included an objective to verify our information.

Miss [redacted], currently Chief of our Professional Placement Branch, serves as the Coordinator for Selective Placement of the Handicapped and Disabled Veterans. Her phone number is [redacted]

Sincerely,

Distribution:

- 0 - Addressee
- 1 - ER
- ✓ 1 - DDA
- 1 - D/Pers
- 1 - C/PPB

(SIGNED) F. W. M. Janney
F. W. M. Janney
Director of Personnel

OP/SPD/PPB [redacted] dhg [redacted] (29 Mar 76)
Enclosure

DD/A Registry
PERSONNEL - II

76-746

1976

DD/A Registry
76-1604

Executive Registry

76-9052

MEMORANDUM FOR: Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

VIA : Deputy Director for Administration

SUBJECT : 1977 Affirmative Action Plan for Employment,
Placement, and Advancement of Handicapped
Persons, Including Disabled Veterans

1. Action Requested: This memorandum requests your approval of the attached Headquarters Notice, the Report of Accomplishments, and the Affirmative Action Plan for Employment, Placement, and Advancement of Handicapped Persons, Including Disabled Veterans for 1977.

2. Basic Data: Section 501 of the Rehabilitation Act of 1973 (Public Law 93-112) and Section 403 of the Vietnam Era Veterans' Readjustment Act of 1974 (Public Law 93-508) direct all federal agencies to develop and provide to the Civil Service Commission annually an affirmative action program which will enhance job opportunities, provide training, and create opportunity for the advancement of handicapped persons and disabled veterans. The Civil Service Commission instructions contained in FPM Letter 306-10 (Attachment D) require that an Agency policy statement be issued and that a report of accomplishments addressing each objective of the previous year's plan be submitted with the new annual Affirmative Action Plan. The policy statement is contained in the Headquarters Notice (Attachment A); accomplishments are reported in Attachment B; and the 1977 Affirmative Action Plan, including an introduction, a commitment of resources, and identification of an Agency coordinator, is contained in Attachment C.

3. Recommendation: Your approval of the attached Headquarters Notice, the Report of Accomplishments, and the Affirmative Action Plan is requested.

F. W. M. Janney

ILLEGIB

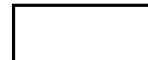
Approved For Release 2002/05/07 : CIA-RDP79-00498A000500080022-4

Next 1 Page(s) In Document Exempt

Approved For Release 2002/05/07 : CIA-RDP79-00498A000500080022-4


STATINTL

PERSONNEL



EMPLOYMENT, PLACEMENT AND ADVANCEMENT
OF PERSONS WITH HANDICAPS, INCLUDING DISABLED VETERANS

STATINTL

Rescission:  dated 29 March 1975
dated 16 October 1975

1. This notice outlines the Agency's position concerning the Federal Government's Handicapped and Disabled Veteran program and reports on some of our accomplishments. Section 501 of the Rehabilitation Act of 1973 (Public Law 93-112) directs all agencies of the Executive Branch to develop and provide annually to the Civil Service Commission an affirmative action program plan for the hiring, placement, and advancement of persons with handicaps. This requirement was expanded by the enactment of the Vietnam Era Veteran's Readjustment Assistance Act of 1974. Section 403 of this Act requires that each agency include in its affirmative action plan for handicapped individuals a separate set of plans to promote and carry out such affirmative action with respect to disabled veterans.

2. In accordance with the provisions of these Acts, the Affirmative Action Plan for Employment, Placement and Advancement of the Handicapped for Fiscal Years 1975 and 1976, and a separate Affirmative Action Program for Employment and Advancement of Disabled Veterans for Fiscal Year 1976 were prepared, approved by the Civil Service Commission, and published internally for the information and guidance of action officers, managers, and all employees. These plans outlined specific objectives to be accomplished and tasked certain officers with specific responsibilities.

3. I am pleased to report that some progress has been made in the past two years in reaching our objectives. For example:

- Wheelchair access ramps to the auditorium and northeast entrance of the Headquarters Building have been installed.
- Twelve restrooms in the Headquarters Building have been reconfigured to accommodate persons with mobility handicaps.
- Contacts have been made throughout the country with a wide range of government, academic, private, rehabilitation and veterans' organizations for advice and assistance concerning our program.

- As of December 1975, applications of over 100 persons with various types and degrees of handicaps, including disabled veterans, have been reviewed; and, since July 1975, we have hired seven persons with disabilities.
- Three components have provided sign language training for some of their employees and another component is arranging such training for several of its employees to communicate with our deaf employees.
- A briefing on the program has been included in the Fundamentals of Supervision and Management Course, the Equal Opportunity Seminar, and the professional/technical entrance-on-duty orientation program.
- A Working committee of Agency employees with handicaps has been formed to provide input into our program.
- One component has ordered teletype equipment for the office to assist their deaf employees in communicating from their homes to their offices.

Much more, however, needs to be done, and our 1977 Affirmative Action Program for the Employment, Placement and Advancement of Persons with Handicaps, including Disabled Veterans, will address itself to areas which continue to need specific attention. (The term "handicapped" as used in the remainder of this notice will include disabled veterans.)

4. Throughout its history, the Central Intelligence Agency has, by its personnel management system and by its actions, supported the principles and objectives which now have been formalized by the cited laws. I hereby reaffirm the Agency's complete and full support of, and commitment to, these programs, and our obligation to give full consideration for employment, advancement and placement of applicants and employees with handicaps in positions for which they qualify. We must aggressively implement the objectives of the Affirmative Action Program and ensure that its principles are completely integrated into the Agency's personnel management system. These programs are not works of charity, but reflect, and emphasize, the need to pay particular attention to a frequently overlooked source of well-qualified manpower and to assure that persons with disabilities have equal opportunities for employment.

5. Responsibility for Agency-wide coordination of the Agency's Affirmative Action efforts on behalf of persons with handicaps rests with the Director of Personnel. Responsibility for the implementation of the principles of the program and for integrating them into the overall personnel management system of each component rests with the managers and supervisors who

STATINTL

are responsible for the day-to-day management of Agency personnel. Miss [] will serve as the Agency Coordinator for Selective Placement Programs. The senior Directorate and Component Personnel Officers are designated as Assistant Coordinators for the purpose of coordinating the efforts and serving as focal points for advice, guidance, and assistance to managers and employees. Questions or suggestions regarding this program should be directed to [] on extension [] Room 5E47 Headquarters Building.

STATINTL

STATINTL

/s/ George Bush

George Bush
Director

DISTRIBUTION: ALL EMPLOYEES (1-6)

STAT

Approved For Release 2002/05/07 : CIA-RDP79-00498A000500080022-4

Approved For Release 2002/05/07 : CIA-RDP79-00498A000500080022-4

CENTRAL INTELLIGENCE AGENCY

SELECTIVE PLACEMENT PROGRAMS

REPORT OF ACCOMPLISHMENTS - FY 1976

A. GENERAL

The primary thrust of the Central Intelligence Agency's FY 1976 Affirmative Action Plan for Employment, Placement, and Advancement of the Handicapped centered on the consolidation and continuation of those actions initiated in the FY 1975 plan. We also expected to: refine our reporting system; broaden our contacts with organizations involved with handicapped persons; explore alternative employment programs; strengthen our training activities; obtain and distribute new publicity material; establish a system for learning of disabilities occurring after employment; review progress of planned building modifications; continue participation of handicapped employees in advisory committees; and review the employment records of handicapped employees to determine if progress in job and training assignments is satisfactory.

The separate program for Disabled Veterans which was required for FY 1976 was designed to develop data, sources, training programs and advisory committees which would provide a solid base for the program and permit its incorporation into the 1977 overall handicapped program. Accordingly, the Disabled Veterans Affirmative Action Plan provided for the appointment of an Agency Coordinator and the selection of assistant coordinators strategically placed throughout the Agency; publicizing the existence of the program; identification of disabled veterans on duty; establishment of contacts with veterans organizations; reviewing the career progress of disabled veteran employees; inserting handicapped identification codes into the computer system; incorporation of training material into various training courses; reviewing the Agency Awards Program to insure full participation for disabled veterans; and establishment of an advisory committee with disabled veteran participation.

As indicated in the following paragraphs, we have made progress in accomplishing some of the objectives of both the Handicapped and Disabled Veterans Programs and have been unable to complete others. While there have been technical difficulties involved in several of those which remain uncompleted at this time, the need to reallocate some resources during the past year to accommodate other requirements which took priority was also a contributory factor. We will continue our efforts to accomplish the uncompleted objectives during the coming year, and have included an objective in the

1977 plan to this effect.

The following FY 1976 objectives, completion of which now fall into the new reporting year, will be included in the 1977 Affirmative Action Plan and will be reported on in future accomplishment reports (H: Handicapped; DV Disabled Veteran):

<u>Objective</u>	<u>Brief Description</u>	<u>Completion Date</u>
H-2	Updating advertising and publicity material	15 April 1976
H-8	Arranging orientation and training for assistant coordinator	15 September 1976
H-9	Determination of the job and training progress of handicapped employees	15 May 1976
DV-1	Updating of publicity material	1 June 1976

B. STATUS

HANDICAPPED PROGRAM

Objective 1: Meet with Assistant Coordinators periodically, either individually or in groups, to update them on the progress of the Program and to review their future plans -- action to be completed 15 September 1975. (Not completed.)

This objective was not completed primarily because of the problem of identification of persons with handicaps. While a visual survey was conducted in 1974, the verification of this information has been delayed partially due to the lack of guidelines and codes which were to be forthcoming from the Civil Service Commission.

Objective 2: Establish contact by Agency recruiters with placement counselors and/or officers of agencies, organizations, colleges, universities, etc., who are involved with the training and/or placement of the handicapped for the express purpose of hiring qualified handicapped applicants, with emphasis on hiring disabled veterans -- action to be completed 1 January 1976. (Completed.)

The contacts with veterans' organizations will be reported in the Disabled Veterans portion of this report. The Coordinator has provided our recruiters with a list of colleges and universities involved in training handicapped persons. Contacts

have been made with the Woodburn Center, Northern Virginia Community College, the Virginia Department of Vocational Rehabilitation, Employment Centers in Colorado and Texas, Rehabilitation Centers in Mississippi and Arkansas, and several applications have been received as a result of these contacts. In addition, continuing contact is maintained with NTID, Gallaudet College, and George Washington University Job Development Laboratory.

Objective 3: Establish a system to notify the Coordinator of applicant disabilities, and of employee disabilities, and of employee disabilities which occur after employment -- action to be completed 1 August 1975. (Partially completed.)

This objective has been partially completed with the establishment of a system on applicants. The Coordinator reviews each application where a disability is noted by the recruiter and is informed by the Office of Medical Services, and the officers responsible for processing applicants for employment, in cases where the disability has not been noted by the recruiter. With regard to the identification of employees who suffer disabilities after employment, we have not yet devised a suitable notification mechanism. The problem of the sensitivity of the employee concerning this information, coupled with a lack of precise guidelines, makes this a very difficult objective to accomplish. We plan to continue working on it during 1976.

Objective 4: Explore possibilities through the State Rehabilitation Agencies of utilizing handicapped people to gain work experience on an unpaid basis -- action to be completed 15 November 1975. (Not completed.)

An inquiry made of the Virginia Department of Vocational Rehabilitation revealed that the counselor contacted was not familiar with the program. We arranged for the Civil Service Commission to mail pertinent issuances for her review with a view towards considering this program in coming months.

Objective 5: Review progress made in building modifications to meet the needs of the handicapped and determine additional changes which may be needed for new handicapped employees -- action to be completed 15 October 1975. (Completed.)

This objective has been accomplished with the completion of wheelchair ramps at the Northeast entrance of the Headquarters Building and the Auditorium, and the reconfiguration of twelve (six female and six male) restrooms in the Headquarters Building.

In addition, the new leases for the commercially-owned buildings we occupy contain a requirement that the owner remove architectural barriers. Other changes which have been determined as necessary have recently been identified, such as; visual fire alarm signals and the designation of visitor's parking spaces for handicapped persons. Plans have been initiated to accomplish these changes.

Objective 6: Continue the participation on the part of handicapped employees through advisory committees -- action to be completed 15 January 1976. (Partially completed.)

While we have partially completed this objective insofar as interviewing new handicapped employees and establishing a working committee are concerned, we have not been able to arrange for handicapped employees to participate as trainers and lecturers in orientation and training courses. We believe our completion date was unrealistic in view of the difficulty we have faced in trying to identify our handicapped employees. We plan to include this objective in the 1977 plan with a more realistic completion date.

Objective 7: Insert CSC computer codes into Agency computer systems to permit identification of handicapped applicants and employees -- action date "undetermined." (Not completed.)

We are awaiting final CSC guidelines on the coding system which will allow us to verify our data base and to include the codes in our own computer system. While our present personnel computer system is being revised, provision has been made to include the codes in the new system as soon as they are finalized.

DISABLED VETERANS

Objective 1: Designate the Coordinator for Selective Placement Programs for handicapped individuals as the person responsible for the affirmative action program plans for disabled veterans. Assign component personnel officers who are assistant coordinators for the handicapped programs additional specific responsibility for monitoring the placement and advancement of disabled veterans -- action to be completed 1 August 1975. (Completed.)

This objective was completed in October 1975 by the publication of the Director's policy statement.

Objective 2: Establish contacts with veterans' organizations, the Veterans Administration and military installations for the purpose of recruiting qualified disabled veterans -- action to be completed 15 November 1975. (Completed.)

The Agency Coordinator, the Chief, Recruitment Division, and the Agency recruiters have established contacts in the Washington metropolitan area and in various locations throughout the country with many veterans' organizations, including the following: Veterans Administration representatives in Portland, Chicago, Boston, Louisiana, and Washington, D. C.; Veterans' Coordinator for the City of New York; Department of Labor Veterans' Affairs Officer, Boston; Disabled American Veterans organizations in Boston and Pittsburgh; the Blinded Veterans Association and the Paralyzed Veterans of America in Washington, D. C. We have briefed these representatives concerning the job opportunities available in the Agency and obtained promotional material from several. In addition, the Coordinator and the recruiters have encouraged all of these contacts to refer applicants and/or to call directly concerning the availability of positions or to discuss the backgrounds of those who have expressed interest in CIA employment. In addition, an article concerning our interest in reviewing resumes of disabled veterans was published in the Texas VFW News, Issue Number 6, Volume XXIX, February 1976.

Objective 3: Insert computer codes into Agency computer system to permit identification of disabled veteran applicants and employees -- action to be completed 1 September 1975. (Completed.)

Our present computer system does include codes for veterans with 10-point preference. It seems, however, that the data base might not be accurate and we need to devise a method of verification, which will be part of the 1977 plan.

Objective 4: Review employment records of all disabled veterans on duty to determine if their progress has been equal to non-disabled employees; if training is appropriate at this time; and what the employee can expect with regard to future development -- action to be completed 1 March 1976. (Not completed.)

This objective has not been completed, primarily because of the need to verify our data base. We will continue our efforts to accomplish this objective during the coming year.

Objective 5: Incorporate training material (lectures and films) on the disabled veterans program

into the Agency's supervisory and management training programs -- action to be completed 1 January 1976. (Not completed.)

Because our current training courses have been established for some years, it becomes necessary to review each one completely to determine the possibility of either modifying the courses or extending them to include a block on the disabled veterans program. This objective has not been completed. We have, however, incorporated a short briefing in the entrance-on-duty orientation for new employees and plan to continue working on this objective.

Objective 6: Ensure that disabled veteran employees are fully considered and that no barriers exist to limit their participation in the Agency Awards system -- action to be completed 1 January 1976. (Not completed.)

This objective has not been completed, primarily because of the lack of accurate identification of the disabled veteran employees and the need to verify our data base. We plan to continue our efforts to accomplish this objective.

Objective 7: Enlist advice and participation on the part of disabled veteran employees on advisory committees -- action to be completed by 1 February 1976. (Completed.)

As a result of the publication of the Disabled Veterans affirmative action plan, discussions were held with several employees who have indicated their interest in serving on the committee. A working committee of disabled employees, including a disabled veteran, has been established and is in the process of discussing several of our troublesome objectives (e.g., the identification of handicapped employees, publicity, etc.).

Objective 8: Establish a reporting system to keep management informed of progress made in employment programs for disabled veterans to assure additional affirmative steps where indicated -- action to be completed by 15 March 1976. (Not completed.)

Again, because of the lack of accurate identification, this objective has not been completed and will be attended to in the coming months.

In addition to the accomplishments indicated in the foregoing, several others may be reported which were not a formal part of the Affirmative Action Programs. For example:

- deaf employees in our computer area were briefed personally by the Director of that component concerning the "state of the office," which is the subject of an annual briefing for all employees of his component.
- the deaf employees of this same component have been enrolled in several in-house computer courses running from March through June 1976.
- an employee working with a deaf employee has been provided training in sign language and is, on her own, teaching her other co-workers. In addition, arrangements are being made by one component to provide sign language training for six Agency employees and two other components have sponsored sign language training for some of their employees.
- two components have issued their own internal policy statements affirming their positive interest in meeting the objectives of the programs.
- an Agency employee who is proficient in the use of sign language has been made available to serve as interpreter to deaf persons whom we interview, test, and hire. He has accompanied several employees through these processes, including a two and one-half day personnel and security orientation.
- action has been taken to post the international handicapped symbol at the locations of the reconfigured restrooms in the Headquarters Building.
- in addition to reviewing all the files of applicants with disabilities, the Coordinator is forwarding information concerning the particular disability if it is available with the files to the decision-makers.
- the Coordinator and an Assistant Coordinator have attended the three-day CSC Seminar on Selective Placement of the handicapped.
- a listing of handicapped clients has been obtained from the Virginia Department of Vocational Rehabilitation with a view towards considering some of those who are qualified for current and anticipated vacancies.
- while we had dropped the objective to identify specific positions to be filled by handicapped persons because we concluded that every position in the Agency could be filled by a handicapped person depending on the type

and degree of disability, we have determined that there are some positions which lend themselves more than others to particular types of disabilities (e.g., micrographics, computer operators and programmers, electronic technicians, clerks, typists, secretaries, and key punch operators) and have received requests from individual components to refer files of handicapped applicants for these positions.

- one component has purchased teletype equipment for the office to assist their deaf employees in communicating from their homes to their offices.

STAT

Approved For Release 2002/05/07 : CIA-RDP79-00498A000500080022-4

Approved For Release 2002/05/07 : CIA-RDP79-00498A000500080022-4

CENTRAL INTELLIGENCE AGENCY
AFFIRMATIVE ACTION PLAN
FOR
EMPLOYMENT, PLACEMENT, AND ADVANCEMENT
OF THE
HANDICAPPED, INCLUDING DISABLED VETERANS

1 APRIL 1976 - 30 MARCH 1977

INTRODUCTION

The Central Intelligence Agency's employment policy for applicants and employees is one of equal opportunity and full consideration for employment, placement, and advancement of persons in positions for which they qualify, with no discrimination against any candidate because of the existence of a handicapping condition. (The term "handicapped" as used throughout this letter includes disabled veterans.) The attached policy statement, signed by the Director, CIA, and circulated to employees in the form of a Headquarters Notice (1 copy for each 6 employees), reaffirms the Agency's commitment to the principles and objectives of the Public Laws and the policy cited above.

The emphasis of the 1977 Affirmative Action Program for the Employment, Placement, and Advancement of persons with handicaps will be on completing those objectives which we were unable to complete in FY 1976, or which, because of the change in timing, now fall into the new year. We will concentrate on training and orientation of managers, supervisors, and assistant coordinators; involving handicapped employees in reviewing and solving problems; expanding our outreach activities to recruit handicapped persons for anticipated needs; and publicizing the program within the Agency.

To manage the Agency's Handicapped Program and to carry out the provisions set forth in the Affirmative Action Program, at least twenty-five per cent of the Coordinator's time and no less than five per cent of the Assistant Coordinator's time, should be devoted to this effort. Funds to be allocated are as follows:

- \$56,000 - Salary costs for the Coordinator for Selective Placement and 40 Assistant Coordinators who would devote 25% and 5% respectively of their time to those duties. (Average Grade: GS-13/4)
- \$ 1,750 Funds to facilitate training for handicapped employees.
- \$ 1,000 - Funds for guest lecture fees and cost of training films and materials.

OBJECTIVE 1:

Complete those FY 1976 Handicapped and Disabled Veterans Programs objectives which remained uncompleted as of 31 March 1976. (Note: Action items D through H concern disabled veterans specifically.)

<u>IMPLEMENTATION PROCESS</u>	<u>RESPONSIBLE OFFICER(S)</u>	<u>TARGET DATE</u>
A. Meet with Assistant Coordinators to update them on the progress of the program and to review their status reports and future plans.	Coordinator	1 August 1976
B. Determine the feasibility through State Rehabilitation Agencies of utilizing handicapped persons to gain work experience on an unpaid basis.	Coordinator	1 February 1977
C. Insert CSC computer codes into Agency computer systems to permit identification of handicapped employees.	Coordinator with Computer representatives.	Undetermined
D. Distribute updated publicity material concerning disabled veterans programs.	Coordinator	1 July 1976
E. Review employment records of all disabled veterans on duty to determine if their progress has been equal to non-disabled employees.	Assistant Coordinators	1 December 1976
F. Incorporate training material on the disabled veterans program into the Agency's supervisory and management training program.	Coordinator and Office of Training Representatives	1 October 1976
G. Insure that disabled veteran employees are fully considered and that no barriers exist to limit their participation in the Agency awards system.	Agency awards officer	1 July 1976
H. Establish a reporting system to keep management informed of progress made in employment programs for disabled veterans to assure additional affirmative action steps were	Coordinator	1 January 1977

OBJECTIVE 2:

Review new pamphlets, posters, and other advertising and orientation materials with agencies and organizations involved with the Handicapped program to update our materials and present fresh displays. (FY 1976 - initiated.)

<u>IMPLEMENTATION PROCESS</u>	<u>RESPONSIBLE OFFICER(S)</u>	<u>TARGET DATE</u>
A. Visit appropriate agencies and organizations to review and obtain new materials and displays.	Coordinator	Completed
B. Distribute new materials to assistant coordinators, specialists, and, if appropriate, to employees.	Coordinator	15 April 1976
C. Change poster and other bulletin board materials.	Coordinator	15 April 1976
D. If available, set up a major display in the main entrance for a week's period.	Coordinator & Committee	15 April 1976

OBJECTIVE 3:

Make annual review of employment records of all known handicapped employees to determine if their progress is satisfactory in job and training assignments. (FY 1976 - initiated.)

<u>IMPLEMENTATION PROCESS</u>	<u>RESPONSIBLE OFFICER(S)</u>	<u>TARGET DATE</u>
A. Levy task on Assistant coordinators.	Coordinator	1 June 1976
B. Complete review and report results to coordinator.	Assistant Coordinators	1 November 1976

OBJECTIVE 4:

Establish a panel of handicapped employees and disabled veterans to participate as trainers and lecturers in orientation and training courses. (Part of FY 1976, Number 7.)

<u>IMPLEMENTATION PROCESS</u>	<u>RESPONSIBLE OFFICER(S)</u>	<u>TARGET DATE</u>
A. Interview individually those known handicapped employees to determine their interest and ability to participate	Assistant Coordinators	1 July 1976

- | | | |
|---|--|-------------------|
| B. Meet with these employees as a group to discuss appropriate materials and presentations. | Coordinator and Training Representative | 15 September 1976 |
| C. Implement program. | Coordinator, Training Representative & Panel | 1 March 1977 |

OBJECTIVE 5:

Review and monitor training materials, lectures, and films on handicapped programs being presented in the Agency's orientation and training for assistant coordinators. (FY 1976 - initiated.)

<u>IMPLEMENTATION PROCESS</u>	<u>RESPONSIBLE OFFICER(S)</u>	<u>TARGET DATE</u>
A. Determine availability of new materials and lecturers and courses into which they can be incorporated.	Training Staff Officer with Coordinator	Completed
B. Arrange orientation and training for assistant Coordinators through CSC and the Office of Training.	Training Staff Officer with Coordinator	15 September 1976

OBJECTIVE 6:

Initiate a review of medical requirements for employment to determine if they are unnecessarily restrictive to the employment of handicapped persons.

<u>IMPLEMENTATION PROCESS</u>	<u>RESPONSIBLE OFFICER(S)</u>	<u>TARGET DATE</u>
A. Collect Federal Personnel Manual information concerning medical standards for use as a basis for discussion.	Coordinator	1 June 1976
B. Meet with Office of Medical Services representative to discuss current standards.	Coordinator & Director of Personnel	1 August 1976
C. Determine whether or not standards are restrictive.	Director of Medical Services with Director of Personnel & Coordinator.	1 November 1976
D. Recommend necessary amendments if required.	Director of Personnel	1 January 1977

- | | | |
|--|-------------------------------|-------------|
| E. Implement new standards if necessary. | Director of Medical Services. | 1 June 1977 |
|--|-------------------------------|-------------|

OBJECTIVE 7:

Initiate a review of current disability retirement processing procedures to determine if satisfactory effort is being made to retain personnel who become disabled.

<u>IMPLEMENTATION PROCESS</u>	<u>RESPONSIBLE OFFICER(S)</u>	<u>TARGET DATE</u>
A. Collect Federal Personnel Manual information and regulations concerning the subject.	Coordinator	1 May 1976
B. Schedule a meeting with appropriate officers to discuss current procedures and determine if changes are necessary.	Coordinator	1 July 1976
C. Prepare a draft of the analysis of the process and make a recommendation to the Director of Personnel.	Coordinator	1 September 1976

OBJECTIVE 8: (Disabled Veterans)

Review new pamphlets, posters, and other advertising and orientation materials obtained from agencies and organizations involved with disabled veterans to determine the feasibility of providing a major display of one week's duration.

<u>IMPLEMENTATION PROCESS</u>	<u>RESPONSIBLE OFFICER(S)</u>	<u>TARGET DATE</u>
A. Obtain advice from committee concerning display material and its appropriateness for display.	Coordinator	1 June 1976
B. Meet with Graphics Arts and Fine Arts Committee representatives to discuss plans for display.	Coordinator & Committee	1 August 1976
C. Set up display in Headquarters Building.	Coordinator & Committee	1 December 1976

OBJECTIVE 9: (Disabled Veterans)

Initiate a review of current Agency records concerning disabled veterans with a view towards verification of the accuracy of the data.

<u>IMPLEMENTATION PROCESS</u>	<u>RESPONSIBLE OFFICER(S)</u>	<u>TARGET DATE</u>
A. Review current coding system to determine its accuracy in obtaining needed data.	Chief, Statistical Reporting Branch with Coordinator.	1 May 1976
B. If necessary, devise a method to obtain additional data from Agency employee veterans.	Chief, SRB with Coordinator	30 June 1976
C. Make a recommendation to the Director of Personnel concerning the current acquisition system and any changes that may be required.	Chief, SRB with Coordinator	1 October 1976

STAT

Approved For Release 2002/05/07 : CIA-RDP79-00498A000500080022-4

Approved For Release 2002/05/07 : CIA-RDP79-00498A000500080022-4

Federal Personnel Manual 2062/95/07: CIA-RDP79-00498A000500080022-4**FPM Letter** 306-10**SUBJECT:** Affirmative Action Plans for Employment of
Handicapped Individuals and Disabled VeteransPublished in advance
of incorporation in FPMChapter 306
RETAIN UNTIL SUPERSEDEDWashington, D. C. 20415
January 28, 1976

Heads of Departments and Independent Establishments:

Report due
March 31, 1976

1. The purpose of this Letter is to provide additional guidance and direction in developing 1977 affirmative action program plans for the hiring, placement, and advancement of handicapped individuals and disabled veterans as required annually by the Rehabilitation Act of 1973 (P.L. 93-112), as amended (P.L. 93-516), and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (P.L. 93-508). (The term "handicapped" as used throughout this Letter includes disabled veterans.) This guidance is an outgrowth of 2 years' experience as well as suggestions from the Interagency Committee on Handicapped Employees, and should help agencies in developing meaningful and results-oriented plans to assure that the special needs of disabled employees and applicants are met with respect to Federal employment. The information included in this Letter consists of a fuller explanation of how plans should be developed and submitted.

2. An affirmative action plan is a written commitment to carry out an organized employment program geared to the accomplishment of a realistic and results-oriented selective placement program within a defined time frame.

3. Action plans should be based on the mission of the agency and an analysis of its present and projected needs. The plan should be designed to accomplish specific employment objectives within a given work environment and time frame. Action items should be clearly but briefly stated, along with an implementation process, the official who is assigned responsibility for carrying out each item, and a specific target date for its accomplishment. The implementation process should describe precisely how the action items will be carried out. Plans should avoid expressing the use of "ongoing," "continuing," or "periodically," as target dates. Specific completion dates enable agency and Commission program evaluators to determine whether or not actions are being carried out and where management followup is needed.

4. Agency plans should reflect an agencywide program which includes all regional offices and other major component activities. Agencies are responsible for monitoring and evaluating their own installation activities.

5. Plans should include ample provision for internal program evaluation at headquarters and regional offices for monitoring and evaluating progress in carrying out the plan. Special areas to be considered in evaluation are listed below. This is not meant to be an all-inclusive list and agencies should develop other evaluation measures appropriate to their specific programs.

- Have adequate resources been provided to carry out the program?

Inquiries: Staffing Resources Division, Bureau of Recruiting and Examining,
code 101, extension 25687 or 63-25687

CSC Code: 306, Selective Placement Program

Distribution: FPM

- Have managers and supervisors been made aware of the employment program for handicapped individuals and disabled veterans?
- What direction is provided to field installations by headquarters staff?
- Have efforts been made to recruit handicapped individuals for the Summer Employment Program and the Cooperative Education Program?
- Have efforts been made to include handicapped employees in upward mobility programs?
- Do all agency recruitment efforts reach disabled persons?

6. To carry out an effective program, sufficient resources must be allocated to assure that established goals and objectives are fully met at both headquarters and field levels. A successful program depends to a great extent on the leadership provided by selective placement coordinators. Therefore, we are encouraging each agency to assign well-qualified coordinators at the headquarters and field installation levels. Commission reviews and evaluations of affirmative action plans reflect that coordinators need full management support in necessary resources and time. Individuals designated as coordinators should have a working knowledge of personnel management procedures, including the use of special appointing authorities; a personal interest in, and commitment to, the program; an ability to serve as the principal staff advisor for program direction; a capability for working effectively with managers and employees; and an ability to communicate well with people.

7. There should be five major components to each plan:

- a. Report of Accomplishments for 1976 affirmative action plans for handicapped individuals and disabled veterans. This part should be addressed specifically to action items and target dates listed in last year's plans. An explanation as to whether or not action items were accomplished during the life of the plan should be included. Explanation for substantial changes in target dates should also be stated.
- b. Introduction to 1977 Plan. This part should include a brief explanation of the agency's employment policy for handicapped employees and applicants, and the administrative organization, including staffing resources, for carrying out an affirmative action program. The agencywide coordinator should be listed here.
- c. Statistical Report of Handicapped Employees. (See attachment 1.) This report should reflect data as of December 31, 1975.

Approved For Release 2002/05/07 : CIA-RDP79-00498A000500080022-4

- d. Statistical Report of Disabled Veterans. (See attachment 2.)
This report should also reflect data as of December 31, 1975.
- e. Plan of Action for 1977. (See attachment 3.) This section should include the action area to which agency plans will be directed. The items listed in Attachment 3 can be used as a guide but are not meant to be all-inclusive. Agencies are encouraged to supplement these items as needed to reflect the unique characteristics of their respective work environments and employment needs. The following format is suggested:

Action Items	Implementation Process	Official(s) Responsible	Target Date

8. Each agency will submit a plan covering affirmative action activities for handicapped individuals and disabled veterans, identifying appropriate action items addressed specifically to the disabled veteran. (Section 403 of P.L. 93-508, requires a separate specification of plans for employment of disabled veterans.)

9. The deadline for submission of 1977 reports and plans to the Civil Service Commission for review and evaluation is March 31, 1976. As recommended by the Interagency Committee on Handicapped Employees, 1977 affirmative action plans will cover the period of April 1, 1976, to March 31, 1977. Each subsequent year's plan will cover a period of April 1 to March 31. Submit original and three copies to the Office of Selective Placement Programs, Staffing Resources Division, Bureau of Recruiting and Examining.

10. This report has been cleared in accordance with FPMR 101-11.11 and assigned interagency report control number 0023-CSC-AN.



Raymond Jacobson
Executive Director

Attachments

Format for Agency Report of Affirmative Action
Program Plan on Employment of the Handicapped

A. Statistical Data

1. Total number of all employees as of December 31, 1975. (Include full-time permanent and all others.) _____
2. Total number of all handicapped employees as of December 31, 1975. This number includes only those disabled veterans with reportable handicaps.* _____

* NOTE: A determination of handicapped employees must be made from extracting records using the codes and guidelines shown in FPM chapter 291, appendix C, paragraph 2, for determining reportable handicaps.

B. Other

1. Number of agency component activities and field establishments having appointing authority. _____
2. Percentage of time spent by agencywide Coordinator for Selective Placement in managing the program. _____
3. Number of coordinators designated in all component agency activities. _____

Percentage of time spent by component coordinators in implementing the program. Indicate the number in each group:

1 -	10%	_____
11 -	25%	_____
26 -	50%	_____
51 -	75%	_____
76 -	100%	_____

C. Source of Data

1. Describe the source of data used for the report on the number of handicapped employees. (Item A-2 above)

Approved For Release 2002/05/07 : CIA-RDP79-00498A000500080022-4

Format for Agency Report of Affirmative Action
Program Plan on Employment of Disabled VeteransA. Statistical Data as of December 31, 1975
(Use the following table format.)

<u>Veteran Status</u>	<u>No. in Work Force</u>	<u>No. Handicapped</u>
10 point compensable		
10 point noncompensable *		
5 point	XXXXXXX	

NOTE: A determination of handicapped employees must be made from extracting records using the codes and guidelines shown in FPM chapter 291, appendix C, paragraph 2, for determining reportable handicaps.

B. Source of Data

1. Describe the source of data used for the report in Item A above.

*Excludes 10 point other (spouse, widow/widower, and mother).

Attachment 3 to FPM Ltr. No. 306-10

Sample Action Items

1. Assure that the work environment is free of architectural barriers. Areas of primary concern include parking facilities, restroom facilities, placement of elevator controls, emergency signals for blind and deaf, and building entrances.
2. Develop capability for providing certain handicapped employees the necessary additional assistance for participating in training and developmental activities. Readers for the blind and interpreters for the deaf are examples of such assistance.
3. Review positions to determine whether duties can be performed by handicapped persons or can be modified to accommodate them.
4. Establish a system whereby employees who become disabled are identified so that services can be provided and efforts made to retain them in Federal employment.
5. Publicize the program within the agency and to the general public, (e.g., rehabilitation and veterans' organizations) so that disabled applicants are aware of the program and services provided by the coordinator.
6. Develop and publish comprehensive guidelines regarding duties and inter-relationships among persons assigned responsibility for carrying out the program.
7. Issue internal operating instructions for implementing the action plan.
8. Establish an advisory committee including handicapped employees within agency headquarters and component activities, to assist management in developing and evaluating the program.
9. Provide information so that all handicapped employees, including those who may become disabled after initial hire, are aware of the services provided by the coordinator.
10. Establish liaison with State vocational rehabilitation, veterans' organizations and other public and private organizations serving the handicapped to facilitate procedures for recruitment, training assistance, and additional services.
11. Provide orientation and training programs for enhancing managers' and supervisors' knowledge of the program.
12. Provide training for coordinators and personnel staffing specialists in program practices and procedures, selective placement techniques, etc.
13. Develop recruitment procedures to assure that severely handicapped persons are considered for employment, including the furnishing of vacancy announcements and agency literature to public and private organizations serving the handicapped.
14. Establish outreach recruitment activities with counseling psychologists of Veterans Administration regional offices and hospitals and with military installations.

Approved For Release 2002/05/07 : CIA-RDP79-00498A000500080022-4

15. List all vacancies for which the agency has recruiting authority with State employment security offices.
16. Train coordinators and personnel staffing specialists in the use of various appointment options available for the handicapped including Veterans Readjustment Appointments (VRA's), 700-hour appointments, Schedule A, section 213.3102(u), and noncompetitive appointments for disabled veterans under regulation 315.604.
17. Provide opportunities for seasonal and/or part-time employment for handicapped persons.
18. Establish a program for unpaid work experience for clients of State vocational rehabilitation agencies (See FPM Letter No. 306-6).
19. Establish contacts with local community organizations (private and public) serving disabled veterans, including State and local veterans employment representatives.
20. Provide placement followup on all handicapped employees.
21. Identify transportation barriers related to mass transit, taxi services, carpools, and air travel, and take steps to encourage appropriate modifications.
22. Establish criteria and procedures for evaluating the status of the program, such as practices involved in recruitment, hiring, placement, and advancement of handicapped individuals.
23. Establish a reporting system to keep agency management apprised of program status.
24. Coordinate efforts with the Chief of Counseling and Rehabilitation Section in the nearest Veterans Administration regional office to develop on-the-job training programs for veterans with compensable service-connected disabilities. (These are on-the-job training programs which may be approved for payment of VA benefits.)
25. Review positions and job descriptions to determine if tasks and medical requirements are unnecessarily restrictive to the employment of handicapped individuals.
26. Provide a year-round informational program which will develop an agencywide awareness about handicapped employees in order to dispel myths and misconceptions about their qualifications, capabilities, and needs.

Approved For Release 2002/05/07 : CIA-RDP79-00498A000500080022-4